

Lebanon Board of Finance
Minutes of November 18, 2014

Regular Meeting

Members Present: Liz Charron (Chairman), Betsy Petrie (Vice Chairman), David Scata, Meghan Bruce, Greg Lafontaine, Philip Johnson

Alternates Present: Diane Malozzi, Ed Tytor, Kevin Cwikla

Others Present:

- Joyce Okonuk, First Selectman
- Veronica Calvert, Finance Director

Item A. Call to Order

The meeting was called to order at 7:00 p.m. by Liz Charron.

Item B. Minutes October 21, 2014, Regular Meeting

Motion to accept the minutes of Regular Meeting, October 21, 2014 made by Philip Johnson Seconded by Meghan Bruce. Motion passed unanimously.

Item C. Correspondence

None

Item D. Public Comments

None

Item E. Monthly Town Reports for Fiscal Year 2013-2014 Expenditures, Revenue, TIP/SIP, Contingency Balance, and Fund Balance

Expenditures were reviewed. Account #418 Insurance – 1st and 2nd quarter bills have been paid. Account 446 Paramedic – invoices of \$42,424.00 have been paid. There is a projected shortfall in this account of \$3,624.00. Veronica also reported that the Board of Education health insurance line item was high due to not settling the contract with instructional aids and more employees and spouses have come onto the plan due to the benefits being better. Mega Mechanical invoice was part of the plan for SIP. This payment went to another vendor, was returned and payment was reversed. Account 445, Human Services. Joyce Okonuk updated the Board that the funds approved for the eviction and demolition of two properties was awarded to a contractor but the contractor was not licensed to work with hazardous material. The second contractor was in debt to the Town, was not licensed for asbestos. Both properties have structural asbestos. Getting a contractor is difficult. To minimize the use of Contingency Fund funds may have to be used from the Capital Budget. Revenue – Veronica Calvert reported that we will be receiving \$91,000.00 instead of \$102,000.00 from the State for transportation. We have received 1,381,138.00 for ECS.

TIP – The hanging heaters used all the funds allocated for that project. There is \$125.00 left in the Senior Center door opener. Currently there is \$77,515.00 uncommitted.

Item F. New Business

1. *Update – WPCA update on status of Amston Lake Sewer Project and funds*

Liz Charron contacted the chairman of WPCA, did not hear back from him. Joyce Okonuk will be meeting with the chairman soon. Joyce is looking to become appointed to the WPCA.

2. *Update – BOS update on recent repairs to FSC furnace*

Joyce Okonuk explained the heating structure of the Fire Safety Complex. Joyce also explained the recent repairs that have been attempted. There have been issues with heat and hot water. Joyce will be meeting with Emcor to negotiate the recent bills. Expect to use entire line item for these repairs. These two furnaces are original to the building, and are 30 years old. Discussion of using funds from TIP. Joyce will come back with a formal request once the bills are negotiated. Ed Tytor suggested costing out new furnaces. This may be in next year Capital Budget.

3. *Update – BOS update on proposed TIP purchase of stove at FSC*

Joyce Okonuk reported that the stove at the FSC needs replacing. A quote was received for a gas stove which was too costly to convert. The area behind the stove will be commercially cleaned during installation if funds approved.

Motion made by Betsy Petrie to add to the agenda item 3A to discuss and act upon purchase of a new stove at the FSC. Seconded by David Scata. Motion passed unanimously.

Motion made by Greg Lafontaine to authorize the Board of Selectmen to install a new stove for the FSC, and to spend up to \$8,500.00. Seconded by Betsy Petrie. Motion passed unanimously.

4. *Update – BOS update on contract details with Colchester KX Dispatch*

Joyce Okonuk reported that the current four year contract with Colchester KX Dispatch has a penalty for leaving early; per the contract, the penalty is one year's dues, which, this year, are over \$50,000. Joyce will start negotiation with Windham and will consult with Town Attorney on how to negotiate with KX on the penalty fees.

5. *Discuss and act upon the budget calendar for the 2015 BOF regular meetings*

Philip Johnson made a motion to correct the wording from "budget" to "regular" on item 5 under New Business. Seconded by David Scata. Motion passed unanimously.

Philip Johnson made a motion to approve the proposed regular calendar for the 2015 BOF regular meetings. Seconded by Meghan Bruce. Motion passed unanimously.

6. *Discuss and act upon budget documents:*

a. Calendar for the Fiscal Year 2015 – 2016 budget process

Noted that some Saturday sessions have been added. The time on Saturday will be 8:30 – 1:00. Discussion of where in process to have session with Board of Education. Liz Charron will contact Stephen Nelson. Deadline for budget requests to be back to Veronica discussed. Discussion of receiving budget information electronically. Betsy Petrie will assist Veronica in distribution of packets electronically. Calendar will be finalized at next regular meeting. No action taken.

b. Letter from the BOF to accompany budget packets

Comments for letter to accompany budget request will be incorporated into letter. Liz Charron will get a revised letter to Veronica before the end of the week.

G. Other

Liz Charron requested that all members designate an alternate. Liz also reported that the invoice for the School Building Project has not been received. She has asked Superintendent Janet Tyler to contact the State.

Greg Lafontaine reported on the solar presentation he had attended. There is an Energy Task Force in Town that is working on this.

H. Adjourn

Motion made by Meghan Bruce to adjourn the meeting. Seconded by Philip Johnson. Motion passed unanimously. Meeting adjourned at 8:34 p.m.

Respectfully Submitted,

Kathleen E. Chapman

Board of Finance Clerk